

Business saving identification

We are required by law to check the identity and address details of the entity and all signatories to the account. To do this, we may use electronic identity checks using a credit reference agency or we may ask you to provide documentation to verify the entity's identity and address as shown below. The documentation required for all signatories to the account can be found in our 'Proving your identity' leaflet. **If you're unable to provide the required items of identification please contact us for further guidance.**

Limited Company

If you are opening an account on behalf of a Limited Company the following items are required:

- Identification for all operators (see proving your identity guide) and confirmation of their role within the organisation
- Certificate of Incorporation
- Memorandum and Articles of Association
- Audited accounts – audited in the last 12 months and signed
- Business Bank Statement – less than 3 months old **or**
- HMRC or VAT notice - less than 12 months old **or**
- Utility bill addressed to the trading address – less than 3 months old **or**
- Local authority bill valid for the current financial year

Trusts and Foundations

If you are opening an account on behalf of a Trust or Foundation the following items are required:

- Trust document **or**
- Letter from solicitor confirming the existence of the trust

These documents must provide the names of the Settlor, Trustees and any Beneficiaries entitled to 25% or more of the proceeds of the trust.

- Identification for all the trustees (or equivalent) as beneficial owners – see proving your identity guide

For Trustees who are a regulated or other type of entity, see the identifications requirements for limited companies.

Partnerships

If you are opening an account on behalf of a partnership the following items are required:

- Identification for all operators (see proving your identity guide) and confirmation of their role within the organisation
- Partnership agreement and list of all partners
- Last annual accounts – audited in the last 12 months and signed
- Business Bank Statement – less than 3 months old **or**
- HMRC or VAT notice - less than 12 months old **or**
- Utility bill addressed to the trading address – less than 3 months old **or**
- Local authority bill valid for the current financial year

Club or Society

If you are opening an account on behalf of a Club or Society the following items are required:

- Identification for all operators (see proving your identity guide) and confirmation of their role within the organisation
- Rules of the Club or Association **or**
- Copy of Articles of Association or equivalent documentation setting out the purpose and objectives of the Club or Society
- List of the committee members
- Last annual accounts – audited in the last 12 months and signed
- Organisation's bank statement – no more than 3 months old

Registered Charities or Church bodies

If you are opening an account on behalf of a Charity or Church body the following items are required:

- Identification for all operators (see proving your identity guide) and confirmation of their role within the organisation
- Charity Registration Certificate
- HMRC confirmation of charitable status for Church bodies
- Last annual accounts – audited in the last 12 months and signed
- Organisation's bank statement – no more than 3 months old

When things change and specific events

We have an obligation to maintain up to date information for all account signatories so may require additional verification of identity over time or if things change, even for those who have had accounts with us for some time. Some examples of changes and events are listed below:

- Name change
- Registering Power of Attorney
- Maturity of children's accounts
- Where there hasn't been activity (transactions) on your account for a period of three years
- Address change
- Email or phone number change
- If you need to instruct a CHAPS payment

Protecting you

Maintaining up to date verified records for all our customers helps us keep your money safe and prevent fraudulent use of your identity by someone else. This activity is also required to comply with regulation which has been designed to protect you.